

CARPENTER

DEFINITION

Performs skilled journey-level carpentry work in the construction, maintenance, alteration, and repair of building components and structures made of wood and other building materials at a college.

TYPICAL DUTIES

Constructs, maintains, alters, and repairs building components and structures such as floors, ceilings, roofs, stairways, moldings, furniture, doors, window frames, shelves, partitions, and related building components made of wood and other building materials.

Builds and sets forms for concrete construction.

Measures, saws, and erects sheathing for walls and roofs.

Covers sheathing with building paper and applies sidings.

Saws, fits, and erects exterior and interior trim.

Installs locks and other building hardware.

Assembles and works from scaffolds.

Reviews construction, remodeling, and repair project plans, blueprints, and specifications to understand scope of projects, complete assigned work orders, and recommend potential changes to supervisor.

Attends to trouble calls for emergency repairs to building components and structures made of wood and other building materials.

Safely operates hand and power tools and equipment used in the carpentry trade.

Maintains carpentry hand and power tools and equipment to ensure their safe and efficient operation.

May assist in estimating job costs, preparing material lists, and job records, and maintaining an inventory of supplies and tools for assigned area/projects.

May inspect facilities for maintenance and safety problems related to carpentry materials.

May assist in inspecting carpentry work performed by outside contractors.

May assist in developing job specifications, diagrams, and blueprints related to carpentry work.

May provide work direction to lower-level staff assigned to the carpentry unit.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Carpenter** performs skilled journey-level rough and finish carpentry work in the construction, maintenance, alteration, and repair of building components and structures made of wood and other building materials at a college.

A **General Foreman** plans, coordinates, and supervises the work of skilled journey-level workers of at least three building trades and other staff assigned to work projects at a college, and has job site responsibility for various building trades projects.

DISTINGUISHING CHARACTERISTICS (Cont.)

A **Lead Carpenter** acts as a lead over a small group of journey-level workers of the carpentry trade and other assigned staff and performs the more complex rough and finish carpentry work related to the construction, maintenance, alteration, and repair of building components and structures made of wood and other building materials at a college. Lead responsibilities include guidance and instruction on techniques, methods, and procedures for accomplishing assigned tasks and solving problems. A small group of employees typically consists of at least three people, two of whom must be at the journey-level.

SUPERVISION

General supervision is received from a General Foreman or facilities management staff. May provide work direction to Maintenance Assistants.

CLASS QUALIFICATIONS

Knowledge of:

- Current practices, materials, hand and power tools, and equipment used in the carpentry trade and related building trades
- Construction, maintenance, alteration, and repair of building components and structures
- Properties, adaptability, and uses of various woods and other building materials
- State and local building codes, regulations, administrative orders, and ordinances
- Safety and health regulations and practices pertinent to the construction industry
- Harmful effects of hazardous or toxic materials and the protection and safeguards required when working with or controlling such materials
- Basic mathematics
- Basic recordkeeping procedures
- Capabilities of computer applications, systems, and hardware used in the carpentry trade

Skill in:

- Using tools and equipment of the trade

Ability to:

- Read, interpret, and work from sketches, drawings, plans, and blueprints
- Perform skilled rough and finish carpentry work
- Safely operate tools and machines of the carpentry trade
- Safely lift and carry heavy tools and materials
- Safely climb ladders and work at heights on scaffolds and beams
- Follow oral and written instructions
- Keep accurate records

Ability to: (Cont.)

- Work effectively and cooperatively with staff, administrators, faculty members, students, and contractors
- Effectively utilize computer systems and software applicable to the carpentry trade
- Learn characteristics of new materials and equipment of the carpentry trade and update skills to adapt to changing technology
- Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. Graduation from high school or its equivalent **AND** completion of a recognized apprentice training program of at least four years' duration in the carpentry trade **AND** one year of full-time paid journey-level experience in the carpentry trade.

OR

- B. Graduation from high school or its equivalent **AND** five years of full-time paid experience in carpentry work under the supervision of a journeyman or crafts supervisor. One year of the required experience must have been at the journey-level.

Special:

- A valid Class "C" California driver's license.
- Access to an automobile.

SPECIAL NOTE:

Prior to employment, all successful candidates will be required to pass an asbestos medical examination in compliance with the General Industry Safety Orders, Section 5208, Title 8 of the California Administrative Codes.